

U.S.DepartmentofHousingandUrbanDevelopment  
OfficeofPublicandIndianHousing

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## **PASADENACOMMUNITYDEVELOPMENTCOMMISSION**

PHAPlan  
AnnualPlanforFiscalYear2002 -2003

**PHAPlan  
AgencyIdentification**

**PHAName:** PasadenaCommunityDevelopmentCommission(PCDC)

**PHANumber:** 079

**PHAFiscalYearBeginning:** July,2002

**PublicAccessToInformation**

**Informationregardinganyactivitiesoutlinedinthisplancanbeobtainedby contacting:(selectallthata pply)**

- ☒ **MainadministrativeofficeofthePHA**  
CityofPasadena  
PlanningandDevelopmentDepartment,  
HousingandCommunityDevelopmentDivision  
100NorthGarfieldAvenue,Room101  
Pasadena,CA91109  
(626)744 -8300  
(626)744 -8340(fax)  
Emailaddress –mdunson@ci.pasadena.ca.us

**DisplayLocationsForPHAPlansandSupportingDocuments**

ThePHAPlans(includingattachments)areavailableforpublicinspectionat:(selectall thatapply)

- ☒ Mainadministrativeofficeofthe PHA

☒ **Publiclibraries**

**AllBranchesofthePasadenaPublicLibrary:**

- |                                    |          |
|------------------------------------|----------|
| • CentralLibrary -285EastWalnut,   | 744-4052 |
| • Allendale –1130S.Marengo,        | 799-2519 |
| • Hastings –3325OrangeGrove,       | 792-0945 |
| • HillAvenue –55S.Hill,            | 796-1276 |
| • LamandaPark –140S.AltadenaDrive, | 793-5672 |
| • LaPintoresca –1355N.Raymond,     | 797-1873 |
| • LindaVista –1281Bryant,          | 793-1808 |
| • SanRafael –1240NithsdaleRoad,    | 795-7974 |
| • SantaCatalina –999E.Washington,  | 794-1219 |

- ☒ **Other**  
PasadenaCityClerk'sOffice  
100NorthGarfieldAvenue,Room236  
Pasadena,CA91109

- **CommunityCenters**

**CommunityFacilities :**

- JackieRobinsonCenter -1020NorthFairOaks, 791-7983
- Villa-ParkNeighborhoodCenter -363EastVilla, 744-6530
- PasadenaSenior CitizensCenter -85EastHolly, 795-4331
- VictoryParkCenter -2575Paloma, 798-0865
- ElCentrodeAccionSocial,Inc. -37EastDelMar 792-3148

PHAPlanSupportingDocumentsareavailableforinspectionat:

☒ Mainbusinessofficeof thePHA

**Annual PHA Plan**  
**PHA Fiscal Year 2002**  
[24CFR Part 903.7]

**i. Annual Plan Type:**

☒ **Administering Section 8 Only**

**ii. Executive Summary of the Annual PHA Plan**  
[24CFR Part 903.79(r)]

**A     INTRODUCTION**

The City of Pasadena is experiencing significant economic prosperity; the economy is growing, unemployment is low, and house prices and rents are escalating. The City is a very desirable place to work and live and has a world-class reputation. This prosperity is not shared by all of its citizens and is increasing the demand on the housing market and making it more difficult for residents with limited income and skills to continue to afford to live in Pasadena.

The PHA Annual Plan is designed to enable the Pasadena Community Development Commission (PCDC) establish a strategy for addressing the housing needs of the City of Pasadena. It offers the PCDC the opportunity to shape its various rental assistance programs into effective, coordinated, neighborhood and community development strategies.

This executive summary describes the key elements of the PHA Annual Plan. These elements include:

1. Housing Needs Assessment/Market Analysis
2. Strategy for Addressing Housing Needs
3. Housing Initiatives

**B.     BACKGROUND**

The City of Pasadena's Tenant-Based Rental Assistance Program (RAP) serves the jurisdiction within the city boundaries and is operated under the authority of the Pasadena Community Development Commission (PCDC) which is the designated local housing authority/agency (HA) established by the City in April 1989. The former Pasadena Housing Authority was consolidated with the Redevelopment Agency as the PCDC, a single operating entity and board, created under the Section 34115 of the State of California Health and Safety Code. The City Council acts as the PCDC and exercises all the rights, powers, duties, and responsibilities of the housing agency. As such, the PCDC has administered the Rental Assistance Program (formerly Section 8 Program) since 1970. With an initial allocation of seventy (70) units, the program has grown undersucceeding Annual Contributions Contracts

(ACC) with HUD to 1315 units under the Housing Choice Voucher Program, 15 units under the Housing Opportunities for Persons with AIDS (HOPWA), 30 units under the HOME Tenant-based Rental Assistance program, 50 units under the Shelter Plus Care (S+C) Tenant-based Rental Assistance program (TRA), and 45 units/beds under the Supportive Housing Program for a total of 1,455 units/beds. This represents assistance for approximately three percent (3%) of the 54,236 housing units within the City of Pasadena.

Additionally, over 475 owners are participating in the PCDC Rental Assistance Program (RAP). For the fiscal year 2000 -2001, total rental assistance payments on behalf of program participants was \$9.4 million.

RAP objectives are implemented in accordance with HUD regulations, policies and procedures governing the programs, the PCDC Rental Assistance Administrative Plan, and Equal Housing Opportunity Plan. Additionally, the Annual Plan was developed in tandem with the Implementation Plan, General Plan Housing Element and Consolidated Plan to ensure consistency with all City housing policies and strategies.

Administration of the Rental Assistance Program shall be in compliance with the City of Pasadena Personnel Policies and the U.S. Department of Housing and Urban Development's (HUD) QWHR Regulations as well as all Federal, State and local Fair Housing Laws and Regulations.

### **C. HOUSING NEED ASSESSMENT/MARKET ANALYSIS**

The City of Pasadena represents a high cost suburb-market within the Los Angeles -Long Beach Metropolitan Statistical Area (MSA) which is distinctly different from the rest of the MSA housing market. Based on PCDC analysis of the 1990 Census, specifically the Renter Occupied Housing Unit Gross Median Rent characteristic and a PCDC June, 1998 rent survey, it was determined that the median rent for nineteen (19) of the twenty-nine (29) census tracts located within the City of Pasadena were significantly higher than the October 1, 1998 HUD published Fair Market Rents (FMRs). The resultant mean market rent, adjusted for utility allowance (gas and electricity), typically exceeded the gross adjusted Fair Market Rent (FMR) by 115% or more. The remaining ten (10) census tracts demonstrated median rents in excess of one hundred percent (100%) of 1998 HUD FMRs.

The most recent housing market analysis and housing needs assessment contained within the Consolidated Plan further highlights the housing conditions in the City of Pasadena and the affordable housing needs of its residents. The most significant implications are listed below:

- According to the U.S. Census Bureau, in 2000, Pasadena had an estimated population of 133,936 residents, which represented a 1.79% increase from 131,591 in 1990. There were 51,844 households residing in Pasadena compared to 50,199 in 1990. This represents an increase of 1,645 households or 3.28%.

- Based on the increases in population for the past decade, it is expected that the increase in population for 2000 - 2005 will continue to be close to the annual average percentage of 1.8% for the past ten years. Based on this percentage, the city's total population will be approximately 135,141 in 2005.
- In February 2002, the Los Angeles County median household income was \$52,100. Based on the County median income, in Pasadena, approximately 26% of the households are very low income (0 -50% of median income), 16% are low income (51 -80% of median income), 19% are moderate income (81 -120% of median income), and 39% are upper income (120+% of median income). Approximately 61% of the households are low to moderate income.
- There are a significant number of households with special affordable and/or supportive housing needs. These populations include seniors, disabled persons, large households, single parent families with children, homeless individuals, persons living with HIV/AIDS, substance abusers in recovery, and recipients of public assistance.
- During the past decade, the percentage growth in households has been consistent with the percentage increase in housing units. Pasadena had a total of 54,236 housing units in 1999 compared to 53,032 in 1990. This represents a total increase of approximately 2% (1,204 units) since 1990.
- Pasadena's share of the Southern California Association of Government (SCAG) region's future housing need is estimated at 1,777 housing units. The percentages of units that must be planned for by level of affordability are: 26% very low income, 16% low income, 19% moderate income and 39% for above moderate income.
- Highland costs, construction costs, and market financing contribute to the cost of housing investment, and potentially hinder the production of new affordable housing units. Coupled with the limited availability of vacant land, these constraints make future development of affordable housing without city intervention unlikely.
- The percentage of rental units will increase significantly. Approximately 44% of Pasadena's 54,236 housing units are ownership and over 56% are rentals. Based on current development trends, more rental units are being constructed. These new rental developments are targeted toward the upper income households. Presently, there is limited production of rental units affordable to low to moderate income households, thereby increasing the demand for more affordable units.
- Larger homes will be desired. New single-family for-sale developments are likely to consist of 3 or more bedrooms based on the market's demand for larger units. Significant rehabilitation is also likely to occur as homeowners seek to enlarge their existing homes.

- There are 27 publicly assisted, multifamily housing developments in Pasadena which are providing 1,691 affordable rental housing units. 11 of these housing developments (745 rental units) are at -risk of conversion to market -rate housing during the next five years.
- Affordable senior housing will be needed. Currently, seniors over 65 years of age represent approximately 11% of the total population and 21% for those over 55. Similarly, 56% of the total senior households are lower income (below 80% of the median income). While regionally the senior population may be increasing, given the history of out -migration of seniors from Pasadena for a variety of reasons, it is probable that the city's senior population (age 65+) percentage will remain constant or possibly decline. Nevertheless, there is a growing need for affordable senior housing based on the continued loss of currently available subsidized senior units. Absent the availability of affordable units, seniors will be forced out of the city due to their inability to pay the rising housing costs.
- In 2002, the estimated median home price in Pasadena is \$300,000 and the current median rent is \$850 while the estimated median family income is \$54,707. Using California and HUD's rule of 30% of the household income for housing cost, a mortgage payment of \$1,757 a month is required to afford the median priced home assuming a down payment of 10%, annual interest rate of 7.5% and a 30 year mortgage. Based on the same rule, 30% of \$54,707 supports a monthly mortgage payment of only \$1,368 or a home priced at \$196,871. The vast majority of Pasadena residents cannot afford the median -priced home. Presently, 14% of the households (7,826) in Pasadena cannot afford more than \$417 per month in housing costs and 6,663 households (12%) cannot afford more than \$684. If housing costs continue to escalate, the need for affordable housing opportunities will be critical.
- The subsidy needed per household to provide affordable housing opportunities is increasing. If housing costs continue to rise faster than incomes, the dollars needed to assist one household will increase significantly. For example, if home prices continue to increase, the down payment and closing assistance needed per household may increase from the current \$35,000 to \$45,000+, or if rents continue to increase, the annual rental subsidy required might increase from \$6,000 per household per year to \$7,000+ per year. Without more funds or alternate incentives for affordable housing opportunities, the number of low and moderate-income households assisted will decrease substantially.

In both analyses noted above, it is clearly evident that, rents have steadily increased during the past fifteen years. One -bedroom rentals increased from \$435 in 1985 to \$569 in 1995 representing an increase of 30.8%, while two bedroom rentals increased 40.7% and three bedroom rentals increased 43.5% during the same time period. Rentals also increased from 1995 to 1999, a one -bedroom rental increased in cost from \$569 to \$650, representing a 14.2% increase. During the same period, two bedroom rentals increased by 1% and three -bedroom rentals increased by 20.5%;

Extremely low, low, and moderate -income households, in varying degrees, have experienced "housing overpayment" which caused them to spend more than 30% of their income for housing. Extremely low -income households paid more than 30% of their median income in housing costs for one, two, or three bedroom rentals. Low -income households paid 30% or less of their income for a one -bedroom rental but more than 30% for two or more bedroom rentals. Moderate -income households paid 30% or less of their income for one and two bedroom rentals but their cost for three or more bedroom rentals were greater than 30%.

The following tables illustrate the relationship between income and housing affordability. As can be seen, neither extremely low nor low -income households could afford the City's average rent in 1997.

**30% Rental Housing Affordability Gap for Extremely Low, Low, and Moderate Income Households**

Household Characteristics	Total Households		Unit Size	30% of Monthly Income	Monthly Cost*	Affordability Gap
	#	%				
<b>Extremely Low Income (30% of Median Income was \$16,412 )</b>	7,835	15.1	1 Bedroom	\$410	\$650	(\$240)
			2 Bedroom	\$410	\$782	(\$372)
			3 Bedroom	\$410	\$1,150	(\$740)
<b>Low Income (50% of Median Income was \$27,353)</b>	6,035	11.6	1 Bedroom	\$684	\$650	\$34
			2 Bedroom	\$684	\$782	(\$98)
			3 Bedroom	\$684	\$1,150	(\$466)
<b>Moderate Income (80% of Median Income was \$43,766)</b>	10,178	19.6	1 Bedroom	\$1,094	\$650	\$444
			2 Bedroom	\$1,094	\$782	\$312
			3 Bedroom	\$1,094	\$1,150	(\$56)
<b>Total Households</b>	<b>24,048</b>	<b>46.3</b>				



**40% Rental Housing Affordability Gap for Extremely Low, Low, and Moderate Income Households**

Household Characteristics	Total Households		Unit Size	40%of Monthly Income	Monthly Cost*	Affordability Gap
	#	%				
ExtremelyLowIncome (30%ofMedianIncome was\$16,412)	7,835	15.1	1Bedroom	\$547	\$650	(\$103)
			2Bedroom	\$547	\$782	(\$235)
			3Bedroom	\$547	\$1,150	(\$603)
LowIncome (50%ofMedianIncome was\$27,353)	6,035	11.6	1Bedroom	\$912	\$650	\$262
			2Bedroom	\$912	\$782	\$130
			3Bedroom	\$912	\$1,150	(\$238)
ModerateIncome (80%ofMedianIncome was\$43,766)	10,178	19.6	1Bedroom	\$1,459	\$650	\$809
			2Bedroom	\$1,459	\$782	\$677
			3Bedroom	\$1,459	\$1,150	\$309
TotalHouseholds	24,048	46.3				

\*Source: Beven and Brock

**D. STRATEGY FOR ADDRESSING HOUSING NEEDS**

It is evident from a review of the data that previously affordable housing in Pasadena will become more difficult for extremely low, low and moderate -income households to access. The cost of housing in the city will require these households to expend significantly more financial resources for housing. The housing market analysis and needs assessment has provided the factual basis for developing an affordable housing strategy. The primary goal of the affordable housing is to:

***Increase, improve and preserve the supply of quality affordable housing available for all segments of the community.***

The objectives and policies identified to meet this goal include:

Objectives:

1. Promote the new construction of 2,186 housing units (ownership & rental).
2. Create 1,100 newly constructed affordable housing units.

3. Provide financial assistance for the rehabilitation of 750 affordable units (rental and ownership).
4. Provide financial assistance to approximately 300 extremely low, low and moderate income homebuyers.
5. Provide annual rental assistance for 1,300 extremely low and low income households.
6. Establish and record long term affordability covenants for all city assisted units.
7. Implement the city's fair housing plan that addresses the noted impediments to fair housing opportunities.

Policies:

1. Encourage the preservation of existing affordable rental housing units.
2. Promote and strengthen implementation of a comprehensive continuum of care strategy which includes outreach/assessment, coordination and collaboration of emergency shelters and transitional housing with support services, permanent service-enriched housing and permanent housing, for addressing homelessness and priority needs of homeless and at-risk individuals and families.
3. Promote and maintain continued participation by property owners in rental assistance programs.
4. Identify, leverage and effectively utilize all available funding sources (local and other) for affordable housing.
5. Promote a balanced geographic dispersal of assisted affordable housing developments including emergency shelters, transitional housing, service-enriched permanent housing, independent living permanent housing, and associated supportive social services for individuals/households, throughout the city.
6. Implement the General Plan goal of an inclusionary zoning ordinance that requires 10 - 20 percent of the total number of housing units in new developments to be affordable to extremely low, low or moderate income households.
7. Encourage consideration of establishing "in lieu fees" whereby developers are given the option to pay fees in lieu of providing a required number of below market rate units.

## E. HOUSING INITIATIVES

The PCDC believes new housing initiatives are necessary to meet this growing affordable housing need. To provide some level of relief and alleviate some of the housing burden, the PCDC has identified fourteen (14) initiatives that not only expand the rental housing choice, but also provide the opportunities for homeownership.

These initiatives are:

1. Exception rents, where appropriate, that are 110% and higher than the current Fair Market Rent (FMR) to deconcentrate rental assistance program participants from high poverty areas and give them greater housing choice,
2. Provision of financial incentives in the form of "hard to house" fees to increase participation of property owners in the rental assistance program,
3. New construction of rental housing developments, especially senior housing, for low and very low income households citywide,
4. Below market interest rate subsidy rehabilitation program for owner occupant low income borrowers,
5. Annual rental covenant compliance monitoring to ensure owners of agency assisted units comply with their requirements to provide affordable housing to lower income households that meet specified occupancy, income and rent guidelines,
6. Implementation of a continuum of care strategy which includes outreach, intake, assessment, coordination, and collaboration with providers of emergency shelters, transitional housing with supportive services, permanent service enriched housing and permanent housing for addressing homelessness and at-risk to homeless populations,
7. Leverage additional financial resources for the provision of affordable lower income housing including Federal National Mortgage Association – American Communities Fund and Down Payment Assistance Investment Note, California Housing Finance – Housing Enabling Local Partnership (HELP), Low Income Housing Tax Credits, Mortgage Revenue Bond Financing, HUD Section 202/811,
8. Expand implementation of the Fair Housing Plan and performance of the 2001 - 2002 Analysis of Impediments to Fair Housing Choice,
9. First source employment agreements with city and agency sponsored housing developments,
10. Expansion of the Family Self Sufficiency Program to support additional households achieve economic self-sufficiency within a five year period,
11. Provision of homeownership opportunities for HCVP participant through the PCDC Lease to Purchase Section 8 Homeownership programs which allow for the use of Housing Assistance Payments (HAP) toward the purchase of a home,
12. Application of universal design standards to encourage and/or condition city and agency assisted housing developments to meet accessibility and adaptability requirements,
13. Support implementation of the Inclusionary Housing Program that requires 15% of the total units in a new housing development to be affordable for low and moderate income households,
14. Support provision of density bonus and city fee waivers to encourage the development of affordable low income housing units.

## F. INCENTIVES AND STRATEGIES

To enhance and increase the local property owners' participation in the Section 8 Program, and improve the lease -update, PCDC has identified the following strategies and incentives:

- 1) **Rental Search Services** -PCDC is seeking a qualified firm ("Contractor") to provide Rental Search Services (RSS) to 200 Section 8 Housing Choice Voucher (HCV) holders. The RSS is intended to assist very low and extremely low income families on the Section 8 Housing Choice Voucher Program move and/or gain access to housing, employment and educational opportunities in neighborhoods within the City of Pasadena. The RSS will also assist new participants to search for, identify and lease decent, safe and sanitary rental housing.
- 2) **Outreach** -PCDC will continue to outreach to owners, with special attention devoted to those units outside areas of poverty or minority concentration. The City Prosecutor's Office, Pasadena Police Department and Neighborhood Connection office in conjunction with PCDC shall also continue to conduct annual Landlord Training Workshops for local property owners. PCDC shall maintain a direct personal contact with owners and attempt to meet one on one with participating and new owners and management companies. In the near future PCDC plans to establish an owner advisory committee and conduct new owners orientation classes monthly.
- 3) **Newsletter** -PCDC shall continue to publish House Notes, the rental assistance program newsletter, aimed at advising and educating participating property owners and other owners by keeping them apprised of any new program initiatives or changes/issues. Additionally, positive stories about the Section 8 Program and participating families or owners have been a very effective means of recruiting new owners.
- 4) **Resident Advisory Board (RAB)** -Continued participation by the RAB to allow program participants to be actively involved in the planning, programming and implementation of PCDC rental housing activities. The RAB will ensure that appropriate actions are taken by the PCDC to address the needs of program participants in their efforts to lease properties in the City.
- 5) **Exception Rents** -In 1999, PCDC applied for and received exception rents in lieu of the then existing HUD Fair Market Rents (FMRs) for the Los Angeles/Long Beach SMSA. The PCDC has recently initiated the performance of another rental markets survey to determine if increases in the exception rent rates are warranted. This effort will ensure that the rental payment standards are comparable with local market rents. Competitive exception rents are crucial to program participants' ability to lease in the current rental housing market.

### **iii. Annual Plan Table of Contents**

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#### **Attachments**

Optional Attachments:

- ☒ PHA Management Organizational Chart (Attachment A)
- ☒ Other (List below, providing each attachment name)

- PCDC Rental Assistance Program Statement of Policies (Attachment B)
- FSS Action Plan (Attachment C)
- City of Pasadena - Single Audit Report (Year ended June 30, 2001) (Attachment D)
- Resident Advisory Board - Membership (Attachment E)
- Public Hearing Comments (Attachment F)
- Public Notices (Attachment G)
- Fair Housing Report (Attachment H)
- Section 8 Homeownership (Attachment I)
- Rental Assistance Program Administrative Plan Amendments (Attachment J)

## Supporting Documents Available for Review

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certification of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdiction to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans (Attachment H)
X	Consolidated Plan for the jurisdiction/s in which the PHA is located, which includes the Analysis of Impediments to Fair Housing Choice and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency (Attachment C)
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit (Attachment D)
X	PCDC Rental Assistance Program Statement of Policies	Annual Plan (Attachment B)

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	Resident Advisory Board Comments	Annual Plan (Attachment E)
X	Public Hearing Comments	Annual Plan (Attachment F)
X	Public Notices	Annual Plan (Attachment G)

### **1. Statement of Housing Needs**

[24 CFR Part 903.79(a)]

#### **A. Housing Needs of Families in the Jurisdiction/s Served by the PHA**

Housing Needs of Families in the Jurisdiction By Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income < 30% of AMI (Extremely low income)	6,065	5	5	3	5	5	5
Income > 30% but < 50% of AMI (Very Low income)	4,238	5	5	3	5	5	5
Income > 50% but < 80% of AMI (Low income)	4,648	5	5	3	4	4	4
Elderly	10,820	4	5	3	4	2	5
Families with Disabilities		4	5	4	5	3	5
Race/Ethnicity (White)	28,893	3	3	3	3	3	2
Race/Ethnicity (Black)	8,715	4	4	4	5	4	5
Race/Ethnicity (Hispanic)	8,783	4	4	5	5	5	5
Race/Ethnicity (Asian or Pacific Islander)	3,511	2	2	2	2	2	2
Race/Ethnicity (Other)	297	3	4	3	4	4	4

\*In the table above, the 1990 numbers are based on U.S. Census data and the Population and Housing Section of the 1995 -2000 Consolidated Plan. **Total number of renter households = 26,972.** According to the Southern California Association of Government (SCAG) Regional Housing Needs Assessment (RHNA), current data indicates that the total number of renter household in Pasadena during 1999 was 28,368.

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s  
Indicate year: 2000 -2005
- ☒ U.S. Census data: the Comprehensive Housing Affordability Strategy  
("CHAS") dataset
- ☒ Other sources: (list and indicate year of information)
- PCDC Rental Survey (1998)
  - Meyers Group Housing Analysis (1999)
  - Housing Element Needs Assessment
  - SCAG Regional Housing Needs Assessment (RHNA)

### Housing Needs of Families on the Public Housing and Section 8 Tenant -Based Assistance Waiting Lists

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input checked="" type="checkbox"/> Section 8 tenant -based assistance			
	# of families	% of total families	Annual Turnover
Waiting list total	1549		
Extremely low income <30% AMI	1059	68%	
Very low income (>30% but <50% AMI)	361	32%	
Low income (>50% but <80% AMI)	129	0%	
Families with children	923	58%	
Elderly families	439	15%	
Families with Disabilities	309	19%	
Race/ethnicity (White)	585	36%	
Race/ethnicity (Black)	934	58%	
Race/ethnicity (Native American)	5	1%	
Race/ethnicity (Asian)	25	1%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 36 months			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			



## **C.StrategyforAddressingNeeds**

### **HousingVision**

It is the contention of the PCDC that all Pasadena residents have an equal right to live in decent, safe and affordable housing in a suitable living environment for the long-term well-being and stability of themselves, their families, their neighborhoods and their community. The housing vision for Pasadena is to maintain a socially and economically diverse community of homeowners and renters who are afforded this right.

The PCDC shall achieve this vision by utilizing its resources to:

- Support and provide for fair and equal housing opportunities for all persons regardless of race, age, income, disability, sexual orientation, marital status, household size, ancestry, national origin, religion, or color;
- Provision of an adequate supply and range of housing opportunities throughout the City by assisting in the development of new housing, preservation of existing housing, and being responsive to the special housing needs of certain resident populations;
- Reduction or mitigation of governmental constraints which hinder the production, preservation, maintenance and improvement of housing, particularly affordable housing, for Pasadena residents;
- Ensure that Pasadena residents, especially those with extremely low to moderate incomes and special needs, are assisted in meeting their housing needs through the provision of assistance for rental, residential rehabilitation, homeownership, housing counseling, (and other housing support services);
- Conservation and improvement of the condition of the existing affordable housing stock, which may include ways to mitigate the loss of dwelling units;
- Preservation of the existing assisted housing for lower income households.

### **AffordableHousingStrategy**

The primary goal of the PCDC is to:

Goal: Increase, improve and preserve the supply of quality affordable housing available for all segments of the community.

The objectives and policies identified to meet this goal include:

Objectives:

1. Promote the new construction of 2,186 housing units (ownership & rental).
2. Create 1,100 newly constructed affordable housing units.
3. Provide financial assistance for the rehabilitation of 750 affordable units (rental and ownership).
4. Provide financial assistance to approximately 300 extremely low, low and moderate income home buyers.
5. Provide annual rental assistance for 1,300 extremely low and low income households.
6. Establish and record long term affordability covenants for all city assisted units.
7. Implement the city's fair housing plan that addresses the noted impediments to fair housing opportunities.
8. Maintain a 95% Section 8 lease up rate by utilizing an appropriate payment standard that enables families to rent units throughout the city.

Policies:

1. Encourage the preservation of existing affordable rental housing units.
2. Promote and strengthen implementation of a comprehensive continuum of care strategy which includes outreach/assessment, coordination and collaboration of emergency shelters and transitional housing with support services, permanent service-enriched housing and permanent housing, for addressing homelessness and priority needs of homeless and at-risk individuals and families.
3. Promote and maintain continued participation by property owners in rental assistance programs.
4. Identify, leverage and effectively utilize all available funding sources (local and other) for affordable housing.
5. Promote a balanced geographic dispersal of assisted affordable housing developments including emergency shelters, transitional housing, service-enriched permanent housing, independent living permanent housing, and associated supportive social services for individuals/households, throughout the city.

6. Implement the General Plan goal of an inclusionary zoning ordinance that requires 10 - 20 percent of the total number of housing units in new developments to be affordable to extremely low, low or moderate income households.
7. Encourage consideration of establishing "in lieu fees" whereby developers are given the option to pay fees in lieu of providing a required number of below market -rate units.

The Strategies to be employed are as follows:

**(1) Strategies**

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1: Maximize the number of affordable units available to the PHA with its current resources by:**

- ☒ Maintain or increase Section 8 lease -up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase Section 8 lease -up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Maintain or increase Section 8 lease -up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies

**Strategy 2: Increase the number of affordable housing units by:**

- ☒ Apply for additional Section 8 units should they become available
- ☒ Leverage affordable housing resources in the community through the creation of mixed -finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant -based assistance.

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30% of AMI**

- ☒ Employ admissions preferences aimed at families with economic hardships
- ☒ Adopt rent policies to support and encourage work

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

- ☒ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

- ☒ Apply for special -purpose voucher targeted to the elderly, should they become available
- ☒ Other: (list below)
  - Support New Section 202 Senior Housing Developments Citywide

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

- ☒ Apply for special -purpose voucher targeted to families with disabilities, should they become available
- ☒ Affirmatively market to local non -profit agencies that assist families with disabilities
- ☒ Other: (list below)
  - Apply for Shelter Plus Care, HOPWA, and Supportive Housing Program funding

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

- ☒ Affirmatively market to races/ethnicities shown to have disproportionate housing needs

**Strategy 2: Conduct activities to affirmatively further fair housing**

- ☒ Counsel Section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☒ Market the Section 8 program to owners outside of areas of poverty/minority concentrations
- ☒ Other:
  - Perform new Analysis of Impediments to Fair Housing Choice
  - Supplement consultant implementation of the Fair Housing Plan

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☒ Limited availability of sites for assisted housing
- ☒ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- ☒ Community priorities regarding housing assistance
- ☒ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☒ Results of consultation with advocacy groups
- ☒ Other:
  - Citizen/Community Participation
  - Housing 2000 Community Workshops
  - Inclusionary Housing Workshops

**2. Statement of Financial Resources**

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2002 grants)</b>		
a) Public Housing Operating Fund	N/A	
b) Public Housing Capital Fund	N/A	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant -Based Assistance	\$8,166,333	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self - Sufficiency Grants	N/A	

<b>FinancialResources: PlannedSourcesandUses</b>		
<b>Sources</b>	<b>Planned\$</b>	<b>PlannedUses</b>
h) CommunityDevelopmentBlock Grant(CDBG)	\$2,600,000	EconomicDevelopment; YouthDiver sion;Housing Rehab;Family Empowerment;and PublicServices Programs.
i) HOME(Tenant -basedRental Assistance)	\$170,000	Tenant-basedrental assistanceforfamiliesin crisis(victimsof domesticviolenceorhate crimes,involuntarily displaced,at -riskfor homelessness)
OtherFederalGrants(listbelow)		
ShelterPlusCare(S+C)	\$230,000	Tenant-basedrental assistanceand supportiveservicesfor homelesspersonwith disabilities(serious mentalillness,HIV/AIDS, andsubstanceabuse)
HousingOpportunities forPersons withAIDS(HOPWA)	\$83,905	Tenant-basedrental assistanceand supportiveservicesfor individualsandfamilies livingwithHIV/AIDS.
SupportiveHousingProgram(SHP) (SerraProject)	\$416,000	Scatteredsiteand transitionalhousing coupledwith supportive servicesforhomeless individualsandfamilies.
EmergencyShelterGrant(ESG)	\$88,000	Theprovisionof temporaryemergency shelters,emergency hotel/motelvoucherand supportiveservicesfor thehomeless
HOME(Homeownership)	\$250,000	Thispro gramoffers assistancefor downpaymentand closingcost.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
HOME (Rental Rehabilitation)	\$145,900	This program provides loans to property owners so they may bring their rental property up to Housing Quality Standards (HQS) and City of Pasadena housing code. Property owners are required to rent their property to low and very low-income households.
HOME (Washington Theater Project & Heritage Square Project)	\$2,030,000	Permanent supportive housing for the elderly
Supportive Housing Program (SHP) (Casa Maria)	\$220,000	Transitional housing for thirteen (13) homeless women in recovery from substance misuse.
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	N/A	
<b>3. Public Housing Dwelling Rental Income</b>	N/A	
<b>4. Other income (list below)</b>		
Family Self Sufficiency Supportive Services (Rental Assistance Administrative Fee Reserve)	\$50,000	Provision of supportive services to FSS program participants. Services include tuition assistance, transportation assistance, childcare, and book allowances.
HOPWA (Rental Assistance Administrative Fee Reserve)	\$84,000	Tenant-based rental assistance for persons living with HIV/AIDS
<b>4. Non-federal sources (list below)</b>		
PCDCH Housing Trust Funds – (Homeownership)	\$500,000	This program provides a second trust deed loan up to \$45,000 for low-income homebuyers and up to \$30,000 for moderate-income homebuyers.
PCDCH Housing Trust Funds – (ESG)	\$90,000	The provision of emergency hotel/motel voucher and food services for the homeless

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
PCDC Housing Trust Funds - (Rental Compliance Monitoring)	\$50,000	Annual rental housing unit covenant compliance monitoring entailing both on-site visitation and tenant eligibility determination.
Fannie Mae American Communities Funds (Heritage Square Project & Washington Theater)	\$2,000,000	Permanent housing for the elderly.
<b>Total resources</b>		
	<b>\$17,174,138</b>	

**3. PHA Policies Governing Eligibility, Selection, and Admissions**  
[24 CFR Part 903.79(c)]

**A. Public Housing**

**NOT APPLICABLE**  
**B. Section 8**

**(1) Eligibility**

a. What is the extent of screening conducted by the PHA? (select all that apply)

- ☒ Criminal and drug related activity, more extensively than required by law or regulation
- ☒ More general screening than criminal and drug -related activity (list factors below)
- ☒ Other
- The family must not have violated any Family Obligations during a previous participation in the Rental Assistance Program within the last four (4) years
  - No family member may have committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program in the last four (4) years or incarcerated in the last twelve (12) months
  - Family must not have violated the requirements under the family's FSS Contract of Participation (COP) without good cause
  - Family must have paid any outstanding debt owed the PCDC or another Public Housing Agency as a result of prior participation in any federal housing program.

b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?



- c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. ☒ Yes ☐ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC authorized source) -
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- ☒ Other (describe below)
- The PCDC will provide prospective property owners with the address of the family and then the names and addresses and telephone numbers of the family's current and previous landlord, if known, provided that such request is received in writing.
  - The PCDC will make an exception to this requirement if the family's whereabouts must be protected due to domestic abuse or witness protection.
  - The PCDC will inform property owners that it is the responsibility of the landlord to determine the suitability of prospective tenants. Property owners will be encouraged to screen applicants for rent payment history, eviction history, damage to units, and other factors related to the family's suitability as a tenant.

## **(2) Waiting List Organization**

- a. With which of the following program waiting lists is the Section 8 tenant assistance waiting list merged? (select all that apply) -based
- ☒ None
- b. Where may interested persons apply for admission to Section 8 tenant assistance? (select all that apply) -based
- ☒ PHA main administrative office

## **(3) Search Time**

- a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60 -day period to search for a unit?

If yes, state circumstances below:

A family may request an extension of the rental voucher time period. All requests for extensions must be received no less than fifteen (15) days prior to the expiration date of the voucher.

Extensions are permissible at the discretion of the PCDC up to a maximum of one hundred and eighty (180) days, primarily for the reasons:

1. The PCDC is satisfied that the family has made a reasonable effort to locate a unit, including seeking the assistance of the PCDC, throughout the initial sixty (60) day period. A completed search record is required.
2. Extenuating circumstances such as disability, hospitalization or a family emergency for an extended period of time, which has affected the family's ability to find a unit within the initial sixty (60) day period. Verification is required.
3. The family was prevented from finding a unit due to disability, accessibility requirements or large size four (4) or more bedroom unit requirement,

#### **(4) Admissions Preferences**

##### **a. Income targeting**

☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the Section 8 program to families at or below 30% of median area income?

##### **b. Preferences**

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to Section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

##### **Former Federal preferences**

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☒ Victims of domestic violence
- ☒ Substandard housing
- ☒ Homelessness

##### **Other preferences (select all that apply)**

- ☒ Veterans and veterans' families
- ☒ Residents who live and/or work in your jurisdiction
- ☒ Those enrolled currently in educational, training, or upward mobility programs
- ☒ Those previously enrolled in educational, training, or upward mobility programs
- ☒ Victims of reprisals or hate crimes
- ☒ Other preference(s)

- Families with a disabled head of household or spouse
- Families with an elderly head of household
- Graduates of emergency/transitional housing programs for homeless,

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Former Federal preferences

- 3 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
3 Victims of domestic violence  
3 Substandard housing  
3 Homelessness

Other preferences (select all that apply)

- 4 Veterans and veterans' families  
1 Residents who live and/or work in your jurisdiction  
1 Those enrolled currently in educational, training, or upward mobility programs  
5 Those previously enrolled in educational, training, or upward mobility programs  
5 Victims of reprisals or hate crimes

- ☒ Other preference(s) (list below)
- 2 Families with a disabled head of household
  - 2 Families with an elderly head of household
  - 5 Graduate of emergency/transitional housing for the homeless
  - 5 Educational program graduates

4. Among applicants on the waiting list with the equal preference status, how are applicants selected? (select one)

- ☒ Date and time of application

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- ☒ This preference has previously been reviewed and approved by HUD

6. Relationship of preferences to income targeting requirements: (select one)

- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

**(5) Special Purpose Section 8 Assistance Programs**

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admission to any special -purpose section 8 program administered by the PHA contained? (select all that apply)

- ☒ The Section 8 Administrative Plan  
☒ Briefing sessions and written materials

☒ Other

- Family Self Sufficiency (FSS) Action Plan
- Shelter Plus Care Action Plan
- Housing Opportunities for Person with AIDS (HOPWA) Action Plan

b. How does the PHA announce the availability of any special -purpose Section 8 programs to the public?

☒ Other (list below)

- The PCDC solicit and retain sponsor agencies to administer special -purpose Section 8 programs. These sponsor agencies enter into sub -recipient agreements with PCDC which require these agencies to conduct outreach announcing the availability of special -purpose Section 8 programs. This outreach may include mass mailings, publishing in local newspapers, posting of flyer in public and community agencies.

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.79(d)]

##### **A. Public Housing**

**NOT APPLICABLE**

##### **B. Section 8 Tenant -Based Assistance**

###### **(1) Payment Standards**

a. What is the PHA's payment standard? \* (select the category that best describes your standard)

- ☒ 100% of FMR
- ☒ Above 100% but at or below 110% of FMR
- ☒ Above 110% of FMR (if HUD approved; describe circumstances below)

On December 30, 1998, the PCDC submitted a formal request to the HUD Los Angeles Area Office seeking Section 8 Program Exception Rents for designated census tracts within the City of Pasadena. The request sought an increase in maximum gross fair market rents for nineteen (19) designated census tracts of either 111% or 120%, respectively, of the applicable HUD FMR effective on October 1, 1998 for the Los Angeles -Long Beach Metropolitan Statistical Area. On April 23, 1999, exception rents in the amount of 108.3% and 117.6%, respectively, were approved by HUD.

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☒ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☒ Reflects market or submarket
- ☒ To increase housing options for families
- d. How often are payment standards reevaluated for adequacy? (select one)
- ☒ Annually
- e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)
- ☒ Success rates of assisted families
- ☒ Rent burden of assisted families
- ☒ Other (list below)
- Rentals surveys conducted by the PCDC

## **(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

☒ \$0

b. ☐ Yes ☒ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

## **5. Operations and Management**

[24CFR Part 903.79(e)]

### **A. PHA Management Structure**

☒ An organization chart showing the PHA's management structure and organization is attached.

### **B. HUD Programs Under PHA Management**

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	N/A	
Section 8 Vouchers	1,160	85
Special Purpose Section 8 Certificates/Vouchers (list individually)		
HOME (tenant-based rental assistance)	6	7
Shelter Plus Care (S+C)	23	7
Housing Opportunities for Persons with AIDS (HOPWA)	1	2
Other Federal Programs (list individually)		
Supportive Housing Program (Scattered site/transitional housing for homeless families)	15	7

### **C. Management and Maintenance Policies**

(1) Public Housing Maintenance and Management: (list below)

**NOT APPLICABLE**

(2) Section 8 Management: (list below)

- Rental Assistance Program Administrative Plan
- Shelter Plus Care (S+C) Action Plan
- Housing Opportunities for Persons with AIDS (HOPWA) Action Plan
- Family Self Sufficiency (FSS) Action Plan
- HOME Action Plan
- Consolidated Plan (2000 - 2004)
- Rental Assistance Program Policies and Procedures

### **6. PHA Grievance Procedures**

[24 CFR Part 903.79(f)]

#### **A. Public Housing**

**NOT APPLICABLE**

#### **B. Section 8 Tenant - Based Assistance**

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicant to the Section 8 tenant -based assistance program and informal hearing procedures for families assisted by the Section 8 tenant -based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list addition to federal requirements below:

2. Which PHA offices should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

☒ PHA main administrative office

### **7. Capital Improvement Needs**

[24 CFR Part 903.79(g)]

**NOT APPLICABLE**

#### **B. HOPE VI and Public Housing Development and Replacement Activities (Non Capital Fund)**

**NOT APPLICABLE**

**8. Demolition and Disposition**  
[24CFR Part 903.79(h)]

NOT APPLICABLE

**9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

NOT APPLICABLE

**10. Conversion of Public Housing to Tenant -Based Assistance**  
[24CFR Part 903.79(j)]

NOT APPLICABLE

**11. Homeownership Programs Administered by the PHA**  
[24CFR Part 903.79(k)]

**A. Public Housing**

NOT APPLICABLE

**B. Section 8 Tenant Based Assistance**

1. ☒ Yes ☐ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24CFR part 982? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs may skip to component 12.**)

**2. Program Description:**

PCDC administers five (5) homeownership programs designed to promote homeownership among rental assistance program participants, and low, very low, and moderate income Pasadena residents. These homeownership programs are as follows:

- **First Time Homebuyer's Club** – This program offers two percent (2%) down payment assistance and up to \$4,000 for non-recurring closing costs, in the form of a loan not to exceed \$7,000. Participants are required to attend a series of homebuyer education workshops.
- **Homeownership Opportunities Program (HOP)** – This program provides a second trust deed loan up to \$45,000 for low-income homebuyers and up to \$30,000 for moderate-income homebuyers. The HOP loan has a below market

interest rate and a term of 20 -30 years. Monthly low payments are required, but in some cases, may be deferred during the first five (5) years.

- **Mortgage Credit Certificate (MCC) Program** – This program provides first -time homebuyers with a federal income tax credit, which increases their ability to qualify for a mortgage. The amount of the tax credit is equal to fifteen percent (15%) of the homebuyer's annual mortgage interest payments. This amount is applied annually as a dollar -for-dollar credit against the homeowner's federal income tax liability.
- **Lease-Purchase Program** – This program is offered by the California Cities Home Ownership Authority (CCHOA) and provides thirty -eight (38) months "Option to Purchase" with gifted down payment and closing cost. The program participant picks the home of their choice and CCHOA will purchase the home on their behalf. The program participant will then enter into a "Lease with Option to Purchase" agreement, after which they may assume the loan and take title to the home at no additional transfer cost.
- **Section 8 Lease -Purchase Program** – This program allows rental assistance program participant to utilize HAP payments toward the purchase of a home. The program participant will enter into a thirty -six (36) month "Option to Purchase" agreement with the owner of the property. Monies from HAP and tenant rent are set aside and these funds are utilized towards the downpayment when the program participant exercises their "option to purchase".

a. Size of Program

☒ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

b. PHA -established eligibility criteria

☒ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?  
If yes, list criteria below:

- A full -time work history of three (3) or more years.
- A minimum non -welfare income of forty -eight percent (48%) of the Los Angeles County Area Median Income, adjusted for family size (\$22,150 for a family of three (3) and \$24,600 for a family of four (4)).
- A one (1) year history of timely rental payments.
- A one (1) year history of maintaining a rental dwelling unit in a decent, safe, and sanitary manner.
- No evictions within the last three (3) years.
- Participant has not owned a home during the three -year period prior to application.
- Minimum FICO score of 540 and demonstrated effort to address credit issues, if any.
- Participation in the Family Self -Sufficiency Program and has generated a escrow account to assist with downpayment and closing cost.



**12. PHA Community Service and Self-Sufficiency Programs**  
[24CFR Part 903.79(l)]

**A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

☐ Yes ☒ No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☒ Section 8 admissions policies
- ☒ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for section 8 homeownership option participation

b. Economic and Social self-sufficiency programs

☒ Yes ☐ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self-Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office/ PHA main office/other provider name)	Eligibility (public housing or Section 8 participants or both)
<b>Family Self Sufficiency</b> – A program designed for rental assistance participants to assist them in achieving self sufficiency through obtaining education and career goals	50	Specific criteria	PHA main office	Section 8 Participants
<b>Shelter Plus Care</b> – Tenant-based rental assistance for homeless persons. Rental assistance is coupled with supportive services to help program participants obtain and remain in permanent housing, increase their skill level and/or income and achieve greater self-determination	60	Specific criteria	Sponsor Agencies – Passageways/Pacific Clinic, Union Station, AIDS Service Center	Section 8 Participants
<b>Housing Opportunities for Person with AIDS</b> – Tenant-based rental assistance for persons living with HIV/AIDS. Rental assistance is coupled with supportive services to help program participants to level as independently as possible.	15	Specific criteria	Sponsor Agency – AIDS Service Center	Section 8 Participants
<b>HOME Tenant-based Rental Assistance</b> – Tenant-based rental assistance in conjunction with supportive services for families in crisis. Program participants are linked with supportive services to address the crisis and prevent another crisis in the future.	15	Specific criteria	Sponsor Agency - Passageways	Section 8 Participants
<b>Homeownership Programs</b> – To promote homeownership among rental assistance program participants	5	Specific criteria	PHA main office	Section 8 Participants

## **(2) Family Self Sufficiency program/s**

### **a. Participation Description**

<b>Family Self Sufficiency (FSS) Participation</b>		
<b>Program</b>	<b>Required Number of Participants (start of FY 2002 Estimate)</b>	<b>Actual Number of Participants</b>
Public Housing		
Section 8	50	9

- b. ☒ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

### **C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - ☒ Informing residents of new policy on admission and reexamination
  - ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.

### **D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937**

## **13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.79(m)]

**NOT APPLICABLE**

## **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.79(n)]

**NOT APPLICABLE**

## **15. Civil Rights Certifications**

[24 CFR Part 903.79(o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

**16.Fiscal Audit**

[24CFRPart903.7 9(p)]

1. ☒ Yes ☐ No: IsthePHArequiredtohaveanauditconductedundersection 5(h)(2)oftheU.S.HousingActof1937(42US.C.1437c(h))?(Ifno,skipto component17.)
2. ☒ Yes ☐ No: WasthemostrecentfiscalauditsubmittedtoHUD?
3. ☐ Yes ☒ No: Werethereanyfindingsastheresultofthataudit?
4. ☐ Yes ☐ No: Iftherewereanyfindings,doany remainunresolved? Ifyes,howmanyunresolvedfindingsremain?
5. ☐ Yes ☐ No: Haveresponsestoanyunresolvedfindingsbeensubmittedto HUD? Ifnot,whenaretheydue(statebelow)?

**17.PHAAssetManagement**

[24CFRP art903.79(q)]

**NOTAPPLICABLE****18.OtherInformation**

[24CFRPart903.79(r)]

**A.ResidentAdvisoryBoardRecommendations**

1. ☒ Yes ☐ No:DidthePHAreceiveanycommentsonthePHAPlanfromthe ResidentAdvisoryBo ard/s?
2. Ifyes,thecommentsare:(ifcommentswereceived,thePHA **MUST**selectone)  
☒ AttachedatAttachment#E  
☐ Providedbelow:
3. InwhatmannerdidthePHAaddressthosecomments?(selectal lthatapply)  
☒ Consideredcomments,butdeterminedthatnochangestothePHAPlanwere necessary.  
☐ ThePHAchangedportionsofthePHAPlaninresponsetocomments Listchangesbelow:  
☐ Other:(listbelow )

**B.DescriptionofElectionprocessforResidentsonthePHABoard**

1. ☐ Yes ☒ No: DoesthePHAmeettheexemptioncriteriaprovidedsection 2(b)(2)oftheU.S.HousingActof1937?(Ifno,continuetto question2;i fyes,skiptosub -componentC.)
2. ☐ Yes ☒ No: WastheresidentwhoservesonthePHABoardelectedby theresidents?(Ifyes,continuettoquestion3;ifno,skipto sub-componentC.)

**3.DescriptionofResidentElect ionProcess**

a. Nomination of candidates for place on the ballot: (select all that apply)

- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other:

b. Eligible candidates: (select one)

- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

**C. Statement of Consistency with the Consolidated Plan**

1. Consolidated Plan jurisdiction: City of Pasadena

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- ☒ Other: (list below)

The PCDC is unique in that both the Community Development Block Grant (CDBG) and Rental Assistance Program activities are administered from the Planning and Development Department, Housing and Community Development Division. This closeness in proximity has fostered a relationship that involves coordination of effort and information sharing.

The PHA is consistent with the Consolidated Plan and supports the following actions and commitments:

- provision of special needs housing for low and very low income individuals/families,

- provision of affordable decent, safe and sanitary housing for low and very low income families/individuals,
- economic development and self sufficiency activities to assist low and very low income families/individuals,
- homeownership program for moderate, low and very low households,
- information and data on the housing, social, and economic needs of moderate, low, and very low income families/individuals,
- provision of a Continuum of Care of housing and supportive services for homeless individuals/families,
- provision of housing units for low, and very low income household in compliance with the HUD Housing Quality Standards (HQS) and City of Pasadena building and housing codes,
- access of low, and very low income household to affordable housing throughout the City of Pasadena,
- commitment to addressing impediments to Fair Housing Choice
- utilization of the same of sources

**D. Other Information Required by HUD**

Please refer to attachments

## **Attachments**

Use this section to provide any additional attachments referenced in the Plans.

Attachment A – Housing and Community Development Division Organizational Chart

Attachment B – PCDC Rental Assistance Program Statement of Policies

Attachment C – Family Self Sufficiency Action Plan

Attachment D – City of Pasadena, Single Audit (Year ended June 30, 2001)

Attachment E – Resident Advisory Board Membership

Attachment F – Public Hearing Comments

Attachment G – Public Notices

Attachment H – Fair Housing Report

Attachment I – Section 8 Homeownership

Attachment J – Rental Assistance Program Administrative Plan Amendments

# ATTACHMENT "A"

## HOUSING AND COMMUNITY DEVELOPMENT DIVISION ORGANIZATIONAL CHART



# ATTACHMENT "B"

## PCDCRENTALASSISTANCEPROGRAMSTATEMENTOF POLICIES

# ATTACHMENT "C"

## FAMILYSELF SUFFICIENCY ACTION PLAN

# ATTACHMENT "D"

City of Pasadena,

SINGLE AUDIT (YEARENDED JUNE 30, 2001)

# ATTACHMENT "E"

## RESIDENT ADVISORY BOARD

### MEMBERSHIP

# ATTACHMENT "F"

## PUBLIC HEARING COMMENTS

# ATTACHMENT "G"

## PUBLICNOTICES

# ATTACHMENT "H"

## FAIRHOUSINGREPORT

# ATTACHMENT "I"

## SECTION 8 HOME OWNERSHIP



# ATTACHMENT "J"

## RENTAL ASSISTANCE PROGRAM ADMINISTRATIVE PLAN AMENDMENTS

## CHAPTER 20

# SUPPORTIVE HOUSING PROGRAMS

## CHAPTER20

CITY OF PASADENA

PASADENA COMMUNITY DEVELOPMENT COMMISSION

PUBLIC HOUSING AGENCY

ANNUAL PLAN

FISCAL YEAR 2002 - 2003

JULY 1, 2002

